

FINANCIAL MANAGEMENT ADVISORY COMMITTEE MINUTES

November 1, 2006

The Financial Management Advisory Committee met on November 1, 2006. The following were in attendance:

<u>NAME</u>	<u>DEPARTMENT/DIVISION</u>
Alan Clements	MDA
Alicia Weaver	ITSD
Andrea Beck	DESE
Becky Imhoff	DOR
Bobbie Koelling	ITSD
Brian Dowden	OSCA
Carmela Thornton	DPMM
Carol Newgard	SAO
Carol Willhite	DPS
Carolyn Kempker	ITSD
Cathy Long	Lottery
Chris Gerstner	OA – DFMD
Christy Clark	ITSD
Cindy Renick	SAO
Cynthia Quetsch	DOLIR
Dan Redel	PSC
Dana Kliethermes	MDA
Debbie Davis	DIFP – Credit Unions
Denny Kunze	MoDOT
Diana James	ITSD
Diane Riddle	Gaming Commission
Donna Imhoff	DHE
Gary Irwin	MOSERS
Gerri Ogle	DESE
Gina Hodge	ITSD
Jan Heckemeyer	DMH
Janelle Jaegers	MDHE
Jason DelaFunte	EMC
Jayne Masik	DOC
Jeff Goodrich	EMC
Jeff Starke	DNR
Jim Miluski	OA – PMM
Judy Gehrke	Department of Economic Development
Julie Miller	MVC
Kathy Burris	ITSD
Kathy Quick	BHA/Dell
Kathy Wehmeyer	DOLIR
Kim Sandbothe	DIFP – Finance

LaVerne Brondel	Department of Natural Resources
Leigh Ann Wilbers	Conservation
Lynn Cannon	OA – Accounting
Marty Drewel	OA
Michele Nix	MOSERS
Mike Clark	Department of Mental Health
Mike Hancock	OSCA
Nichole Hackmann	STO
Phil Reed	ITSD
Renee Godsey	DHSS
Robin Hager	DESE
Rochelle Hendrickson	Insurance
Ron Thomas	ITSD
Shirley Gerling	Insurance
Steve Adams	ITSD
Theresa McDonald	DSS
Tim Dwyer	ITSD
Tom Sadowski	OA
Tom Veasman	MoDOT
Vickie Myers	Corrections

Presentation:

Chris Wilkerson, Office of Administration (OA), explained that the state's CIO has been tasked by the Commissioner of Administration to develop a fiscal year 2009 budget decision item for a content management solution for Missouri State Government. Mr. Wilkerson introduced Jack Evans from MSI Systems Integrators.

Mr. Evans presented information relating to enterprise/content management. Content management consists of integrating an organization's information contained on paper, scanned documents, email, systems, forms, audit, and video so that managing information becomes much less time consuming and more effective.

Mr. Evans stated that the key elements of enterprise content management are to capture, integrate, manage, and deliver all forms of digital content across an organization to employees, suppliers, customers, and other stakeholders. By implementing content management, Mr. Evans stated that businesses experience increased productivity and efficiency, improved customer satisfaction, and decreased risk and exposure because of increased compliance and security of the information.

In conclusion, Mr. Evans suggested that agencies develop a baseline detailed roadmap of work processes and prioritize processes to be integrated.

Mr. Wilkerson explained that implementing content management for the state is a complex project. The scope is wide. It covers almost all business processes. Agencies need to identify their paper documents and workflow processes. He stated that the content management initiative is not only an IT project. Knowledgeable agency staff must be intricately involved in mapping processes.

Questions may be referred to **Chris.Wilkerson@oa.mo.gov**. A request will be forthcoming from Mr. Wilkerson to identify agency members to serve on the content management team.

Status Reports:

State Treasurer's Office - Nicole Hackmann stated that the RFP for check disbursement services closed on October 31, 2006. Three bids were received and are currently being evaluated. The anticipated award date is December 1, 2006.

Office of Administration, Division of Accounting / SAM II – Tom Sadowski stated that Stacy Neal will replace Lynn Cannon who replaces Karen Harms in December. Stacy's position will be posted.

Mr. Sadowski explained that the updated SAM II sign-on screen was designed to ensure enhanced security of confidential information.

The next meeting is scheduled for Wednesday, December 6th, at 8:30 in Room 400 of the HSTOB. The topic of discussion is the Master Lease Finance Contract.